



WESTBURY UFSD PROFESSIONAL DEVELOPMENT/ SALARY DIFFERENTIAL PROCESS

To facilitate the process for approving professional development activities, in-service courses, or credit bearing courses, please follow the following procedures:

<p>I. Professional development activities:</p> <ul style="list-style-type: none">a. In district PD (approval from Building Principal)<ul style="list-style-type: none">i. All professional development activities must be approved by the Principals/ Directors prior to district approval.b. Out of District Professional Development (PD) with Conference Request Form<ul style="list-style-type: none">i. For all out of district PD: a conference request form must be completed, approved, and then the activity must be entered into MyLearningPlan for approval.c. Professional Development activities during working hours will not be counted towards in-service hours/ salary differentials <u>but can be used towards the NYSED 175 hours of professional development.</u>d. In-service credit will not be carried over from previous employment.
<p>II. In-service Courses must be entered into MyLearningPlan and employees must wait for approval prior to attendance. Courses must be aligned to your present assignment or have an impact on instructional practices/student achievement. If and when the activity is approved and upon completing the activity you must submit your Certificate of Completion to have your credits finalized on MyLearningPlan.</p>
<p>III. University Courses for Graduate Credit</p> <ul style="list-style-type: none">a. As per Article XXII of WTA Contract, any New York State approved College or University.

District Practice on Approval of Online Courses

- Teachers must receive approval for all online in-service courses to prevent any possible loss of credit in the event that the course was completed prior to the approval process. All course requests will be responded to within 15 school days of submission.
- Online courses will be accepted, but still subject to review, if they meet the following criteria:
 - Part of a New York State approved College or University.
 - From the following providers:
 - Public Broadcasting System (PBS), NYSUT Education and Learning Trust, New York State Teacher Center Online Academy and SCOPE

The proliferation of online courses has raised concerns about both the quality of courses and accountability of the participants. There is no question that online professional development fits into the busy schedule of practitioners. Based on a changing world and the shifts towards 21st century skills, it is agreed that online courses can support the integration/ infusion of technology in the classroom. However, the online format may deny participants the richness of discourse between teacher and class and the depth of communication that occurs in a conventional class setting. Therefore, all online courses will be carefully reviewed to determine alignment to classroom experiences with our students.

Amended Teachers' Salary Advancement per 2009 Contract and MOA 2012

A salary advancement is an increase in annual salary based on academic coursework, credits, and in-service courses earned after your date of hire as a probationary teacher. All courses must be approved through My Learning Plan. Advancements are based on 15 degree increments. These increments must include, at the least, 6 graduate credits. The other credits can be accrued through in-service coursework.

You may apply for your salary advancement each school year by **November 1**. All academic information, courses and certificates submitted must have been completed by **September 1** of that school year. Any courses taken or completed after the September 1 deadline may be applied to next year's salary advancement.

You may request your transcripts from colleges and universities in the following manner:

- Have them mail the transcripts to the Westbury UFSD Office of Curriculum/ Instruction & Personnel at:
2 Hitchcock Lane
Old Westbury, NY 11568
Att. Human Resources
- Or -
- Have them mailed to your home and bring them to our Human Resources Office.

All documents must be submitted by the deadline stated above for proper salary advancements.